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# Civil Service Commission

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## MEMORANDUM

**TO:** C.I.F.A. Members and Attendees

**FROM:** Michael W. Eccard, Executive Assistant to the Director  
Civil Service Commission

**DATE:** September 24, 2004

**SUBJECT:** C.I.F.A. Meeting – September 20, 2004

## CIFA COMMITTEE MINUTES

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<b>Meeting Date:</b>	Monday, September 20, 2004, 3:00 p.m. EST
<b>Meeting Location:</b>	Civil Service Commission Offices
<b>Those Attending:</b>	Chief Braun, Brooke Carnevale, Chief Butcher, Capt. Reall, Elizabeth Reed, Michael Eccard

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C.I.F.A. committee members convened at 3:00 p.m. on Monday, September 20 for a special meeting. The goal of the meeting was to discuss various issues that had arisen during the current promotional filing period and to ensure better communications among C.I.F.A. members.

The committee first discussed and agreed that the Commission would send a letter to all battalion chief and deputy chief candidates who had already signed up for the examination to confirm the dates, times, and location for the information sessions for the battalion chief and deputy chief exams. For candidates applying after the letter is sent, they would receive a copy of the letter at the time of filing.

The committee briefly discussed that there was a request for review filed with the Civil Service Commission regarding the change in minimum qualifications for fire promotional classes. The union has been requested by the same person to file a grievance on the matter. The Commission agreed to send a copy the request for review response to the union.

The committee discussed the commitment made to create formalized minutes of the C.I.F.A. meeting. Since this was an impromptu meeting, Michael Eccard agreed to take notes, draft minutes, and route the minutes for comment/review prior to posting on the Website.

The committee discussed the Bulletins selected for the exam. The review process was discussed including the confirmation that a subject matter expert (SME) had identified all of the 2004 bulletins as appropriate for testing. Because it was evident that there were some 2004 bulletins that would not be

covered through the multiple-choice testing, it was agreed to allow a second SME review of the 2004 bulletins to determine which bulletins should be excluded from the multiple-choice phase of the test. Once the filing period has closed, the Commission will issue letters to all applicants approved for testing informing them of the bulletins to be excluded from the multiple choice testing. The union agreed to have the bulletins identified for multiple-choice testing available on disk/CD at Local 67. The Union, Division and Commission will each update their websites to reflect these changes.

The committee briefly discussed Chief Mason's participation on the committee during the first two C.I.F.A. meetings. It was confirmed that Chief Mason had attended the first meeting on behalf of Chief Braun, and opted to attend the second meeting to help provide continuity. It was agreed future C.I.F.A. communications would continue to be forwarded to Chief Braun and no further distribution to Chief Mason would be necessary.

The meeting concluded with a better understanding of the issues at hand and a commitment to continue open communication as problems arise.

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